New School for Social Research
EQUIVALENCY CREDIT VERIFICATION FORM

Office of Academic Affairs, 6 East 16th Street, Rm 1007, New York, NY 10003
P: (212) 229-5712 F: (646) 486-0755 E: NSSRAcademicAffairs@newschool.edu

This form should be completed ONLY by students who need to demonstrate that they are full or part time students. First year students are not eligible for equivalency credits. International students should make sure that they are meeting their visa requirements. **Please email the completed form to your Department/Committee Student Advisor for processing.**

A. For Student : Please complete

Name (Last): _____ Name (First): _____ __ (Middle Initial): ____

Telephone _____ E-mail _____

Student ID #: _____ Degree: _____ Department: _____

Number of course credits (not equivalency or auditing) you are taking this semester: _____

B. For Student : Approximate the number of hours per week devoted to one or more of the following activities:

Approximately 9 hours spent per activity = 3 equivalency credits
Approximately 18 hours spent per activity = 6 equivalency credits
Approximately 27 hours spent per activity = 9 equivalency credits
Approximately 36 hours spent per activity = 12 equivalency credits

FULL-TIME status = 9 or more credits / academic term.
HALF-TIME status = 6-8 credits / academic term.
TAP students must be registered for 12 credits.

Hours – NOT CREDITS – devoted to task per week (select all that apply and please deselect if you make an error):
Please choose only activities appropriate to your department

	9 (=3 credits)	18 (=6 credits)	27 (=9 credits)	36 (=12 credits)
MA Exam – ANTH, ECON, HIST, SOC	☐	☐	☐	☐
MA Exam (Written) – PHIL	☐	☐	☐	☐
MA Exam (Oral) – PHIL	☐	☐	☐	☐
MA Thesis – ANTH, HIST, LIBS, PHIL, POLS, PSYC	☐	☐	☐	☐
MA Portfolio – HIST, POLS	☐	☐	☐	☐
Foreign Language Study / Exam – ALL	☐	☐	☐	☐
Exchange Program – ALL	☐	☐	☐	☐
Fieldwork – ALL	☐	☐	☐	☐
Assistantship / Supervised Work – ALL	☐	☐	☐	☐
Internship – PSYC	☐	☐	☐	☐
Externship – PSYC	☐	☐	☐	☐
Logic Exam – PHIL	☐	☐	☐	☐
Ph.D. Qualifying Exam (part one) – PSYC	☐	☐	☐	☐
Ph.D. Qualifying Exam (part two) – PSYC	☐	☐	☐	☐
Ph.D. Oral Exam – ANTH, ECON, PSYC	☐	☐	☐	☐
Ph.D. Comprehensive Exam – POLS, PSYC	☐	☐	☐	☐
Ph.D. Qualifying Exam – ECON, POLS	☐	☐	☐	☐
Ph.D. Qualifying Exam (Oral) – PHIL	☐	☐	☐	☐
Ph.D. Qualifying Exam (Written) – PHIL	☐	☐	☐	☐
Ph.D. Exam (field statements) – SOC	☐	☐	☐	☐
Ph.D. Exam (historical) – HIST	☐	☐	☐	☐
Ph.D. Dissertation Proposal – ANTH, ECON, PHIL, POLS, PSYC, SOC	☐	☐	☐	☐
Ph.D. Dissertation – ANTH, ECON, PHIL, POLS, PSYC, SOC	☐	☐	☐	☐

Total number of hours working on equivalency tasks this semester: ____

C. For Student : Calculate and verify your equivalency and total credit hours for this semester:

Total number of equivalency credits (hours ÷ 3) _____ **Plus course credits** (excluding auditing) ____ = **Total Credits** ____

Please read before signing:

By signing this form I acknowledge that I have read and agree with the policy on equivalency. I understand that I may not be allowed to register for equivalency in the future if I do not demonstrate sufficient academic progress to warrant the above equivalency. Please be advised that academic progress for all NSSR students is evaluated twice a year during academic review.

Student Signature:_____ Date:_____

☐ By checking this box you have created an electronic signature as legally binding as your hand-written signature.

D. For Student Advisor: Please review, sign and submit:

The student named above is my advisee, and the information provided is accurate to the best of my knowledge. All the work in which the student is engaged is required for successful completion of the student's degree program. According to the information provided above, the student meets eligibility requirements for equivalency credit.

Student Advisor Signature: _____ Date: _____